

Party Name Standards

How to Properly Add Names/Addresses to
the CM/ECF Database

4/17/06

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Introduction

The three ultimate goals regarding the entry of party names into the system are:

- to only have one version of a particular name in the system;
- to consistently enter all party names **IN ALL CAPS**;
- to be able to retrieve names in a logical way.

Here are brief descriptions of each of the fields you will use when entering a party:

Last name - this field is 200 characters long and is a required entry for every party.

First name - is 20 characters and is used when appropriate.

Middle name - is 15 characters and is used when appropriate.

Generation - this field is 5 characters and is used for the generation of the party, i.e., Jr., Sr., or I, II, III, IV, V, VI, etc.

Title - DO NOT USE

(NOTE: DO NOT ENTER ADDRESS INFORMATION FOR A PARTY THAT HAS AN ATTORNEY)

The screenshot shows the 'Party Information' form in the ECF system. The form includes fields for Last name, First name, Middle name, Generation, Title, Role (set to Defendant), Prisoner Id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, Fax, E-mail, Party text, and Start date (set to 12/8/2005). There are buttons for Attorney..., Alias..., Corporate parent..., Review..., Submit, Cancel, and Clear. A note at the bottom right says 'Add all attorneys, aliases and corporate parents before clicking the Submit button.'

Office - Used for law firms, business names, etc.

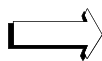
Unit - Used for prisoner numbers

Address 1 - Building Name (and Number)* or complete address and suite number. Try to keep the entire address on the Address 1 line. If you are unable to do this, finish putting the address on line Address 2.

Example #1: 399 FEDERAL BLDG.
THE TRUST BUILDING

Example #2

Lawyers 'R Us
35 Ottawa St., Ste. 800, Trust Bldg.
Winston-Salem, NC 27101



The screenshot shows the 'Party Information' form filled with the data from Example #2. The fields are: Prisoner Id (empty), Office (LAWYERS 'R US), Unit (empty), Address 1 (THE TRUST BLDG.), Address 2 (35 OTTAWA ST., STE. 800), Address 3 (empty), City (WINSTON-SALEM), State (NC), and Zip (27101).

Address 1 Continued - Enter the following components on this line in this order (separate each by a comma)...

1 st	Address number
2 nd	Predirectional (i.e., N, S, E, W)
3 rd	Street Name
4 th	Suffix (i.e., St., Rd., Dr., etc.)
5 th	Postdirectional (i.e., NE, NW, SE, SW)
6 th	Suite/Apartment/Floor number (or the like)

Ex: 1234 W MICHIGAN ST., NW, STE. 100

1st 2nd 3rd 4th 5^h 6th

COMMON ADDRESS ABBREVIATIONS							
Apartment	APT.		Extension	EXT.		Post Office	P.O.
Avenue	AVE.		Floor	FL.		Road	RD.
Branch	BR.		Highway	HWY.		Room	RM.
Building	BLDG.		Lane	LN.		Route	RTE.
Boulevard	BLVD.		Heights	HTS.		Rural Route	R.R.
Center	CTR.		North	N		South	S
Court	CT.		Northeast	NE		Southeast	SE
Creek	CR.		Northwest	NW		Southwest	SW
Department	DEPT.		Office	OFF.		Street	ST.
Drive	DR.		Parkway	PKWY.		Square	SQ.
East	E		Place	PL.		Suite	STE.
Estate(s)	EST(S).		Plaza	PLZ.		West	W

Address 2 - Use this line as a continuation of Address line 1 if necessary.

Address 3 - Do not use unless the address will not fit in Address lines 1 and 2. Sometimes this will not appear correctly on the docket

Example #3: POB 123
R.R. 1
RTE. 12

City - Spell city names in their entirety (don't abbreviate).

State - See the Standard Abbreviations List for the two-letter abbreviation.

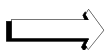
Zip - Five digit zip code + four digit code, if known.

County - DO NOT USE

Country - DO NOT USE (unless country is other than USA).

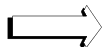
Examples of Addresses:

U.S. DISTRICT COURT
399 FEDERAL BUILDING 110 MAIN
ST.,NW
GREENSBORO, NC 27408



Prisoner Id	<input type="text"/>	Office	<input type="text" value="U. S. DISTRICT COURT"/>
Unit	<input type="text"/>	Address 1	<input type="text" value="399 FEDERAL BLDG."/>
Address 2	<input type="text" value="110 MAIN ST., NW"/>	Address 3	<input type="text"/>
City	<input type="text" value="GREENSBORO"/>	State	<input type="text" value="NC"/>
		Zip	<input type="text" value="27408"/>
County	<input type="text"/>	Country	<input type="text" value="US"/>

A BIG LAW FIRM
110 MARKET ST., THE BIG BUILDING
GREENSBORO, NC 27408



Prisoner Id	<input type="text"/>	Office	<input type="text" value="A BIG LAW FIRM"/>
Unit	<input type="text"/>	Address 1	<input type="text" value="THE BIG BLDG."/>
Address 2	<input type="text" value="110 MARKET ST."/>	Address 3	<input type="text"/>
City	<input type="text" value="GREENSBORO"/>	State	<input type="text" value="NC"/>
		Zip	<input type="text" value="27408"/>
County	<input type="text"/>	Country	<input type="text" value="US"/>

Phone - Enter using the following format Area Code-123-4567 (ex. 336-555-1234). Do not use parenthesis around the area code. (Do not enter prison phone numbers)

Fax - (same as above)

E-mail - **DO NOT ADD AN EMAIL ADDRESS HERE!**

ProSe - Select no or yes.

Role - Select the appropriate role of the party.

Party text - This field is used in addition to the last name field to add miscellaneous information about the party. For example, you may want to add information which is part of the case caption but is more of a description than part of the proper name. It contains an indefinite number of Characters.

Reminders...

- U** Prior to entering any party name, ALWAYS do more than one search using wildcards (*) where appropriate.
- U** When adding a party name to the database, realize that others may one day be searching for this very name you are adding. This is why entering it in a way that

makes it easy for them to find is so important for you. For example, do not enter a party name in upper and lower case letters (though CM/ECF is not case sensitive) or with parentheses around it.

Party Name Standards

U If you accidentally or incorrectly add a name to the database, please contact the DQA to delete or edit it for you at 336-332-6030 or 1-800-659-2212.

1. WHEN ENTERING PARTIES WITH HISPANIC NAMES, the father's surname or, in the case of a married woman, the husband's surname, is always used as the control name.

MALES AND SINGLE FEMALES

EXAMPLES:

JESUS ADOLFO VILLEGAS NAVARRO

(First) (Middle) (Father's Surname) (Mother's Maiden)

First Name: JESUS
Middle Name: ADOLFO
Last Name: VILLEGAS NAVARRO

MARIA ISABEL AGUIRRE VILLEGAS

(First) (Middle) (Father's Surname) (Mother's Maiden)

First Name: MARIA
Middle Name: ISABEL
Last Name: AGUIRRE VILLEGAS

In the above examples, the control name that the system will use to identify the male party is VILLEGAS and the control name for the female party is AGUIRRE.

EXAMPLE:

MARIA ISABEL HERNANDEZ PUERTODELCAMPO

First Name: MARIA
Middle Name: ISABEL
Last Name: HERNANDEZ PUERTODELLCAMPO

MARRIED FEMALES

EXAMPLE:

DELORES VILLEGAS DE AGUIRRE

	<small>(First)</small>	<small>(Her Maiden Name)</small>	<small>(Husband's Surname)</small>
First Name:	DELORES		
Last Name:	AGUIRRE-VILLEGAS DE		

For married women, the “de” in lower-case letters indicate that the woman is married to the man whose surname follows. This surname is the control name for this party. Consequently, for the examples shown above, the control name is Aguirre. But since the woman’s maiden name and the word “de” are really an important part of the “last name” of this party, they follow the husband’s surname and are separated from it by a hyphen, to indicate that the order of the last names has been reversed.

2. WHEN ENTERING BUSINESS NAMES **INCLUDE** PUNCTUATION.

EXAMPLES:

Wood Brothers Manufacturing Corp.

Last Name: WOOD BROTHERS MANUFACTURING CORP.

Acequia, Inc.

Last Name: ACEQUIA INC,

D.M.C. Publishing

Last Name: D.M.C. PUBLISHING

3. ENTER SMALL WORDS THAT PRECEDE BUSINESS NAMES, such as The, A, An, etc. AT THE END OF THE BUSINESS NAME with a comma separating the two.

EXAMPLES:

The Franklin Hotel

Last Name: FRANKLIN HOTEL, THE

The Hoover Vacuum Company

Last Name: HOOVER VACUUM COMPANY, THE

4. WHEN ENTERING BUSINESS NAMES THAT ARE INTERNET ADDRESSES, please enter them exactly as they appear on the complaint, including the periods (or dots as they are known in the computer word).

EXAMPLES:

Alloutdoors.com

Last Name: ALLOUTDOORS.COM

Homepage.com, Inc.

Last Name: HOMEPAGE.COM, INC.

www.thegrandwebsite.com

Last Name: WWW.THEGRANDWEBSITE.COM

http://www.rosegarden.net

Last Name: HTTP://WWW.ROSEGARDEN.NET

MusicTelevisionNetwork.org

Last Name: MUSICTELEVISIONNETWORD.ORG

5. When entering cities, counties and states (State of Michigan, Kent County, City of Grand Rapids), be sure that THE NAME OF THE CITY/COUNTY/STATE IS THE FIRST WORD in the last name field to make searching and indexing consistent.

EXAMPLES:

State of NORTH CAROLINA

Common **INCORRECT** Last Name Entry: STATE OF NORTH CAROLINA

CORRECT Last Name Entry: NORTH CAROLINA, STATE OF

GEORGIA

Last Name: GEORGIA, STATE OF

Guilford County

Common **INCORRECT** Last Name Entry: GUILFORD COUNTY
CORRECT Last Name Entry: GUILFORD, COUNTY OF

6. When entering AGENCY NAMES THAT ARE ENTITIES OF THE CITY/COUNTY/STATE, enter the name starting with the city/county/state.

EXAMPLES:

Department of Vocational Rehabilitation of North Carolina

Last Name: NORTH CAROLINA DEPARTMENT OF VOCATIONAL REHABILITATION

Board of Supervisors of Guilford County

Last Name: GUILFORD COUNTY BOARD OF SUPERVISORS

7. WHEN ENTERING AGENCY/UNION NAMES, enter the official union name as listed on the complaint.

EXAMPLE:

**Teamsters Local 914, International Brotherhood of Teamsters,
Chauffeurs, Warehousemen & Helpers**

Last Name: TEAMSTERS LOCAL 914, INTERNATIONAL
BROTHERHOOD OF TEAMSTERS, CHAUFFEURS,
WAREHOUSEMAN AND HELPERS

If the agency/union refers to 'Trustees' in the name, enter the name according to the following format (make sure the word Trustees is always at the start of the name):

EXAMPLE:

North Carolina Carpenters Council Pension Fund, Trustees for the

Last Name: TRUSTEES OF THE NORTH CAROLINA
CARPENTERS COUNCIL PENSION FUND

If you come across an agency/union that refers to 'All Affiliated Locals' or something similar to that, then follow the following format:

EXAMPLE:

American Postal Workers Union and All Affiliated Locals

Last Name: AMERICAN POSTAL WORKERS UNION AND ALL
AFFILIATED LOCALS

8. WHEN ENTERING "THINGS" OR "LOCATIONS" AS PARTIES (property, jewelry, currency, bank accounts, and vehicles), enter them as shown below.

EXAMPLES OF ADDRESSES:

2513 Dillingham Street, Durham, North Carolina

Last Name: 2513 DILLINGHAM STREET, DURHAM, NORTH
CAROLINA

1821 Byrd Drive, Lexington North Carolina

Last Name: 1821 BYRD DRIVE, LEXINGTON, NORTH
CAROLINA

McNerney Hall, Room 235, 1504 Knollview Drive, Eden, North Carolina

Last Name: MCNERNEY HALL, ROOM 235, 1504 KNOLLVIEW
DRIVE, EDEN, NORTH CAROLINA

**2924 Marshall Ave., SE, #29, Durham, North Carolina, known as
Village Green Apartments**

Last Name: 2924 MARSHALL AVE., SE, #29, DURHAM NORTH
CAROLINA

Alias Last Name: VILLAGE GREEN APARTMENTS
Alias Role: aka

EXAMPLES OF MODES OF TRANSPORTATION:

A blue 1994 Buick Regal bearing Michigan registration plate 7DHB86

Last Name: BUICK REGAL 1994 BEARING NORTH CAROLINA
REGISTRATION PLATE 7DHB86, A BLUE

**1979 Chrysler Newport VIN #325678765445 its tools, engine, and
gold-plated bumpers**

Last Name: CHRYSLER NEWPORT 1979 VIN #325678765445
Party Text: its tools, engine, and gold-plated bumpers

EXAMPLES OF MONEY/ACCOUNTS:

\$14,669.00 in U.S. Currency

Last Name: CURRENCY,\$14,699.00 IN US

\$27,598.12 in United States Currency

Last Name: CURRENCY, \$27,598.12 IN US

**Savings Acct. # xx-xxxx152-5 Located at National City Bank, in the
Name of Chadwick T. Dunham**

Last Name: SAVINGS ACCT. #xx-xxxx152-5 LOCATED AT
NATIONAL CITY BANK

Party Text: in the Name of Chadwick T. Dunham

\$526,000.00 in a Certified Check

Last Name: CERTIFIED CHECK, \$526,000.00

One Savings Certificate, No. xxx2346

Last Name: SAVINGS CERTIFICATE No. xxx2346, ONE

EXAMPLES OF LAND:

**\$6,900.00 plus any additional rental income and accrued interest
from Lot No. 20, Greensboro, North Carolina**

Last Name: LOT NO. 20 GREENSBORO, NORTH CAROLINA
Party Text: \$6,900.00 plus any additional rental income and
accrued interest from

8,588.12 Acres of Land in Stokes County, NC

Last Name: LAND, 8,588.12 ACRE, STOKES COUNTY, NC

27.41 Acres of Land

Last Name: LAND, 27.41 ACRES

.96 Acres of Land

Last Name: LAND, 0.96 ACRES

Ten Acres more or less located in Rockingham County, NC

Last Name: LAND, 10 ACRES MORE OR LESS LOCATED IN
ROCKINGHAM COUNTY, NC

9. WHEN ENTERING AN ESTATE AS A PARTY IN A CASE, enter the executor/personal representative/conservator as the main party. NEVER add the deceased person as the main party. Then enter the deceased person as the alias to this party using the party type "est" (estate of).

Executor and personal representative are terms that are used interchangeably. Conservator is a person who has guardianship of a minor's estate.

EXAMPLE:

HELEN SMILEY, Executor of the Estate of George Smiley

First Name: HELEN
Last Name: SMILEY
Party Text: Executor of the Estate of George Smiley
Party Type: pla
Alias First Name: George
Alias Last Name: Smiley
Alias Role: est

10. If another name (such as a nickname) is listed as well as the proper name, the other name SHOULD BE ENTERED IN THE "ALIAS SEGMENT." Please see the alias options listed below. If you would like another alias type added to this list, please contact the DQA at 336-332-6030 or 1-800-659-2212.

EXAMPLES:

MANUEL "MANNY" VALLE

First Name: MANUEL
Last Name: VALLE
Alias First Name: MANNY
Alias Last Name: VALLE
Alias Role: aka

JOHN SMITH, Doing Business As Smith Industries

First Name: JOHN
Last Name: SMITH
Alias Last Name: SMITH INDUSTRIES
Alias Role: dba

HARRIOT JONES, Next friend of Stephen Jones

First Name: HARRIOT
Last Name: JONES
Alias First Name: STEPHEN
Alias Last Name: JONES
Alias Role: nfo

CM/ECF Alias Types:

agent	agent of
aka	also known as
assign	as assignee of
bg	by guardian
cons	conservator for
dba	doing business as
dec	deceased
div	a division of
est	estate of
exrel	ex rel
fdba	formerly doing business as
fka	formerly known as
nee	born
nfo	next friend of
nka	now known as
obo	on behalf of
other	other
pro	personal representative of
rpi	real party in interest
subfor	substituted for
subs	subsidiary of
suc	successor in interest
ta	trading as
trust	trustee of